



A-1
09-20-2016

Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, August 23, 2016
4:00 – 5:30 p.m.

Council Chambers
401 N. Morton

CALL TO ORDER

The meeting was called to order by Les Coyne at 4:03 p.m.

Board Present: Les Coyne, Joe Hoffman, Kathleen Mills and Darcie Fawcett

Staff Present: Paula McDevitt, Dave Williams, John Turnbull, Julie Ramey, Kim Clapp, Nikki Wooten, Mark Sterner, Leslie Brinson, Ellen Campbell and Steve Cotter

A. CONSENT CALENDAR

- A-1. Approval of Minutes of July 26, 2016 Meeting
- A-2. Approval of Claims Submitted July 26, 2016 thru August 22, 2016
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report

Mr. Joe Hoffman made a motion to approve the Consent Calendar. Ms. Kathleen Mills seconded the motion. Motion unanimously carried.

B. PUBLIC HEARINGS/APPEARANCES

B-1. Public Comment Period – None

B-2. Bravo Award – Boys and Girls Club of Bloomington Teen Program

Ms. Nikki Wooten, Special Service Coordinator, presented the August Bravo Award to the Boys and Girls Club of Bloomington Teen Program, for their service as an organization. The organization is dedicated to serving the youth of the community by providing camps and programs during after school hours, holiday breaks and summer time. Their teen program assisted the Natural Resource Department with invasive plant removal. The volunteers focused on the bush honeysuckle removal and covered several acres over the course of the summer. We are pleased to present the Boys and Girls Club of Bloomington Teen Program with the BRAVO award for their exceptional service to the Department's Natural Resources program.

Tabitha Traux Cassini, Lincoln Street Program Director and club members Quinten Duvall and Joe Bealer accepted the August Bravo award on behalf of the Boys and Girls of Bloomington Teen Program. Ms. Cassini approached the podium. Ms. Cassini thanked the Board for giving the teens the opportunity to serve the community through the Parks Department's summer activities. Teens come to the Boys and Girls Club for different reasons and the Club provides an affordable options for kids in the community. The Club is not a babysitter, it provides youth with the opportunities to become better individuals and to connect with the community. This summer the Club's 4 focus areas where: Character and Leadership, Health & Life Skills, Access to the Arts and Education & Career. The Park's Department assists the Club to meet its mission. The Boys and Girls Club takes advantage of what is offered by getting the youth outside and active.

The Board thanked the Boys and Girls Club of Bloomington Teen Program for their volunteer services provided to Bloomington Parks and Recreation.

B-3. Parks Partner Award – None

B-4. Staff Introduction - None

C. OTHER BUSINESS

C-1. Review/Approval of Contract Award TIF Funded Projects Cascades Trail 4

Mr. Dave Williams, Operations Director, this TIF funded contract through Eagle Ridge Engineering, is a consultant contract for the design of Cascades Trail Phase 4 at a cost of \$68,700.00. Due to scheduling, this TIF funded project is being presented to the Board for contract approval prior to receiving funding approval from the Redevelopment Commission, which is the typical process. This contract will be taken to the Redevelopment Commission at a later date.

Phase 1 of the Cascades Trail project was completed 5 years ago, the trail begins at Clubhouse Dr., goes across North Walnut and extends to Stone Mill Rd, which is the entrance to Ferguson Dog Park and is in proximity of Griffy Lake. Phase 2, constructed 2 years ago, the path runs by the shelter houses at Clubhouse Dr., goes around the golf course and terminates at Clubhouse Dr. and Kinser Pike. Phase 3, a future project, will be part of Planning and Transportation's project to realign the intersection of N. Dunn and Old State Rd. 37. Phase 3 will extend the pathway from where Phase 1 ended to the old City Utility Water Treatment Plant. Phase 4 of the project, will expand the Cascades Trail from the intersection of Kinser Pike and Clubhouse Dr. to the northwest corner of the Cascades Golf Course and entrance to the Northwood's neighborhood. Phase 4 will remain on City right-of-way or City Park's property and will require modification to two golf holes. We have worked closely with golf course staff and the trail system's Master Plan consultant, Eagle Ridge Engineering, for this phase of the trail. It is anticipated the design element of Phase 4 will be completed the end of 2017 with construction to begin in 2018. The Master Plan's final leg of the trail begins at Clubhouse Dr. and Lower Cascade Park Rd. and extends to Millers Shower Park. This will be an expensive and involved project. The final leg has not been funded and will not be constructed in the near future.

The Board recommended; to prevent complications with future development of the trail, take into consideration where the most convenient site to cross I-69 will be located.

Mr. Williams stated the overpasses will have bicycle and pedestrian combinations. Due to I-69 construction, the original plans of the trail have been shorten. Mr. Williams will consult with the Planning and Transportation Department on the best location to cross I-69 in the future.

Mr. Joe Hoffman made a motion to approve the contract award TIF Funded Projects Cascades Trail Phase 4 with Eagle Ridge Engineering. Ms. Mills seconded the motion. Motion was unanimously carried.

The Board recognized Mr. Williams for his work with the TIF funded projects.

C-2. Review/Approval of Partnership Agreement Bloomington Soccer, LLC

Mr. Mark Sterner, Sports Area Manager this agreement has been in place since 2009 with Bloomington Soccer LLC and Chris Doran. Bloomington Soccer LLC offers soccer opportunities, instruction and leagues for both adults and youth during the months of September through March. Mr. Doran rents 80% of the turf time between 5:30 p.m. to 10:00 p.m. There are no significant changes to this year's partnership agreement. Mr. Sterner invited Mr. Doran to the podium.

Mr. Doran thanked the Board for the opportunity to work with the City of Bloomington, Mark Sterner and for the support John Turnbull has provided over the years. He is grateful to be able to provide soccer to the community. Mr. Doran appreciates the extended opportunity to continue to work with the soccer community and the staff at Twin Lakes.

The Board thanked Mr. Doran for his service to the community.

Mr. Joe Hoffman made a motion to approve the Partnership Agreement with Bloomington Soccer LLC. Ms. Mills seconded the motion. The motion was unanimously carried.

C-3 Review/Approval of Partnership Agreement with Indiana University Intercollegiate Athletics

Ms. Paula McDevitt, Acting Director, introduced Mr. Sean M. Starowitz, Assistant Director for the Arts.

Mr. Starowitz approached the podium. Indiana University Intercollegiate Athletics is hosting the Football is BIG campaign, uniting art and sport to promote IU Athletics and Public Art. This partnership will allow IUIA to place a temporary public art installation on Parks property just north of Miller-showers Park. IUIA is also placing a piece on the sidewalk plaza at the IVY Tech Waldron Center, which was approved by the Board of Public Works.

The Board requested clarification on the location of the instillation.

Mr. Starowitz stated one football would be placed parallel to College Ave. and one parallel to Walnut St. with the north side being the preferred sites.

Mr. Joe Hoffman made a motion to approve the Partnership Agreement with Indiana University Intercollegiate Athletics. Ms. Mills seconded the motion. The motion was unanimously carried.

C-4. Review/Approval of Request for Emergency Procurement and Delegation of Contract Award Authority Wapehani Mountain Pike Park Trail Location

Mr. Steve Cotter, Natural Resource Manager, the State of Indiana acquired 1.73 acres of Wapehani Mountain Bike Park for the I-69 project. In doing so, approximately a 20 to 80 foot strip of land was taken along the western border of the park. This strip of land included a portion of the boardwalk and trail connecting the loop around the lake. Construction equipment and material will need to be deliver by using the highway right-of way on the west side of the park. Due to the construction schedule of I-69, access to this right-of way will be lost mid to late October. The loss of this access would result in the need of a construction road being built through the park. Staff is asking the Board to declare the Wapehani Trail Relocation Project a procurement emergency per Indiana Code, IC 36-1-12-9, and to authorize staff to award a contract for the work. If approved, quotes will be sought from Crider and Crider, Inc. and Weddle Brothers Construction Company.

Mr. Hoffman made a motion to approve the Request for Emergency Procurement with a Declaration on the Emergency and Delegation of Contract Award Authority with bids to be sought from Crider and Crider, Inc. and Weddle Brothers Construction Company for the Wapehani Mountain Pike Park Trail Relocation. Ms. Mills seconded the motion. The motion was unanimously carried.

C-5 Review/Approval of Resolutions 16-03 through 16-07 Titled: Declaratory Resolutions Approving Project of the Park District of the City of Bloomington, Indiana, and Making A Preliminary Determination To Issue Bonds To Finance The Project

Ms. Paula McDevitt, Acting Director, Parks last initiated a general obligation bond for \$6.2 million in 2001. This bond was utilized to complete re-design and renovation of Millers Shower Park, renovation of Cascades Park, Bryan Park pool improvements, re-design of the aquatic facility at Mills pool and development of a skate park. The Parks department manages a 5 year capital improvement plan which guides the selection of the proposed park bond project list. The proposed list of capital improvements for this bond include: clubhouse renovations at Cascades Golf Course, a fishing pier at Griffy Lake Nature Preserve and improvements at Cascade Parks. Ms. McDevitt introduced, Philippa Guthrie, City Corporation Counsel, Thomas Cameron, Assistant City Attorney, Jeff Underwood, City Controller, Bruce Donaldson and Buzz Crone with Bond Council.

Mr. Jeff Underwood, City Controller approached the podium. This is the renewal of a general obligation bond that is being paid off in 2016. The Parks Department as it was created under its own statute, has its own general obligation bonding authority which is similar to the Civil City. Both Civil City and Parks Bond have a cap, in the amount of 22 million per unit, of obligation debt that can be issued at any one time. Renewing the bond, allows us to keep the tax rate established to pay for the bond. There will be no tax increase to pay for this amount, as we were able to capture it in the same levee. There is approximately 18 million dollars of authority from the two bonds rolling off. In this particular case we have the ability to move dollars around. In order to assist the Parks Department with needed projects, 1 million will be moved from the Civil City over to the Parks Department. We have been working with the Park's staff to identify

the greatest needs, staying away from routine maintenance and repair type items. The items selected are long term projects that qualify for bonding. We are pleased to present this to the Board and ask for your approval.

Board stated the bond process has been an alternative way to meet long range capital improvements, as a capital budget has not been provided in recent years.

Mr. Underwood stated there are additional capital needs for the Parks Department. The City has a huge backlog of capital. The City is currently working on how to identify ways to meet those needs and get monies back into the general operating balance. Giving the ability to take care of day to day, year after year repair and maintenance. This will be the third bond outstanding for the Parks Department. The bond issued to construct the additional nine holes at Cascades Golf Course, will be paid off in 2019. The second, longer term debt, is for the Twin Lakes Recreation Center. Both are revenue bonds, which will be paid off with the revenue generated from Cascade Golf Course and Twin Lakes Recreation Center. The bond presented to the Board today is a tax bond.

Mr. Bruce Donaldson, Partner, Barnes Thornburg LLC's approached the podium. At tonight's Board meeting the first steps of the Parks statutes are being met with the bond preliminary approval as well as the declaratory resolution of the projects. It is anticipated the following steps will be taken at the next Park Board meeting; the required public hearings will be held, to act on the confirmatory resolutions of projects and a more extensive final bond resolutions for each of these series of bonds. The ordinances will be introduced to the City Council at their September meeting for approval of the bond.

Mr. Buzz Krohn, CPA, CGMA of O.W. Krohn and Associates approached the podium. O.W. Krohn and Associates will be working with the Parks Department to develop the marketing strategy for the bonds. At the present time, rates are very good. A utility revenue bond with a 19 year term sold today for 2.62%, a tax backed bond is typically stronger. With the maximum parameters of Parks ordinances, the present plan purposed is to use 3%, 20 year term with the bond sell toward the end of October. The hope is the market will stay calm until that time.

Mr. Hoffman made a motion to approve the Resolution No. 16-03 Declaratory Resolution and Preliminary Determination Issue Bonds in Series 2016A. Ms. Mills seconded the motion. The motion was unanimously carried.

Mr. Hoffman made a motion to approve the Resolution No. 16-04 Declaratory Resolution and Preliminary Determination Issue Bonds in Series 2016B. Ms. Mills seconded the motion. The motion was unanimously carried.

Mr. Hoffman made a motion to approve the Resolution No. 16-05 Declaratory Resolution and Preliminary Determination Issue Bonds in Series 2016C. Ms. Mills seconded the motion. The motion was unanimously carried.

Mr. Hoffman made a motion to approve the Resolution No. 16-06 Declaratory Resolution and Preliminary Determination Issue Bonds in Series 2016D. Ms. Mills seconded the motion. The motion was unanimously carried.

Mr. Hoffman made a motion to approve the Resolution No. 16-07 Declaratory Resolution and Preliminary Determination Issue Bonds in Series 2016E. Ms. Mills seconded the motion. The motion was unanimously carried.

C-6 Review/Approval of 2017 General Fund Budget Request

Ms. Paula McDevitt, Acting Director, presented the 2017 General Fund Budget. The general fund is the appropriated fund from the City Council that is comprised of the property tax base, county option income tax and other revenue sources.

Ms. McDevitt stated BPRD's mission statement has not changed over the last several years and still fits the purpose of the Department today. BPRD provides the highest quality parks, recreation services and greenspace to enhance the quality of life for our community. BPRD has been recognized as a Gold Medal Award Winning Agency in 2007 and has been a six time finalist for this award.

Overview

- CAPRA accredited 2001, 2006, 2011; applied for re-accreditation in 2016.
- Offers over 300 sports and recreational programs annually.

- Responsible for more than \$50 million in City assets.
- Manage and maintains 2,343.5 acres of property.

Activities and Goals

➤ Administration Division

- Administration – Focuses on customer service staff functions.
 - Goal - Measure customer service by distributing 4 surveys during 2017.
 - Goal - Update registration system to RecTrac 3.1 and process 9,000 transactions.
- Community Relations - Implements effective strategies to market the department programs, events and facilities.
 - Goal - To collect customer data from the new RecTrac system to develop target audience messages.

➤ Community Events Division

- Health and Wellness - Encourages and supports physical activities and healthy choices and life styles.
 - Goal - Implement the National Girls on the Run Program at two elementary schools.
- Allison Jukebox Community Center/Your Services - Facilitator of accredited Kid City summer camp program and youth programs, supports inclusive services.
 - Goal - To continue to provide assessable and inclusive programs services.
 - Goal - To provide a summer camp to 85 participants per week for 10 weeks.
- Community Events - Provide year round cultural and outdoor events.
 - Goal – Community Events - Create and implement two new events for 500 people.
 - Goal - Community Gardens - Rent 170 garden plots at Willie Streeter Gardens.
 - Goal - Famers Market - Add three food trucks to the Saturday Farmers Market.
- Benjamin Banneker Community Center - Offers year-round programs and services for citizens of all ages.
 - Goal - Increase the summer food program from 80 to 90.
 - Goal - Increase teen participants in after school and summer programs from 15 to 30.

➤ Sports Division

- Aquatics - Facilitates recreational swimming and formal swim lessons Memorial Day through Labor Day.
 - Goal - Provided recreational swimming to 55,000 patrons at Bryan Pool and 21,000 at Mills Pool.
- Frank Southern Center - Provides recreational and organized ice skating from October through mid-March.
 - Goal - Provide ice skating lessons to over 600 participants.
- Golf Services - Facilitates affordable golf play and programs at Cascades Golf Course.
 - Goal - Increase the number of rounds from 23, 000 to 24,500.
- Twin Lakes Restoration Center - Operates a 100,000 square foot indoor sports, fitness and recreation facility.
 - Goal - Increase membership from 1,100 to 1,780 members while remaining competitive in local fitness market.
- Adult Sports - Facilitates leagues and programs at Twin Lakes Sports Complex and Lower Cascades Ballfields.
 - Goal - Host tournaments and competitions that have a \$2 million economic impact in the community.
- Youth Sports Services - Facilitates operations at Winslow Sports Complex, Olcott Park and Bryan Park.
 - Goal - Serve over 2,200 youth in the community with locations for soccer, lacrosse practices, and baseball and girls softball.

➤ **Operations Division**

- Natural Resources - To protect natural areas and provide outdoor recreational and educational opportunities.
 - Goal - Plant 2,000 native plants at Miller-Showers to improve habitat and curb appeal.
- Operations Services - Maintains property, equipment and facilities in 34 public parks and related public facilities and trails.
 - Goal - Maintain 2,343.5 acres of property.
 - Goal - Serve on the Downtown Safety, Civility and Justice Task Force.
- Landscaping - Provides landscape planting and maintenance services for public throughout Bloomington.
 - Goal - Remove 25% of invasive plant species and replaces with native plants.
- Cemeteries - Administers and maintains Rose Hill and White Oak Cemeteries.
 - Goal - Rehab 30 of the original headstones out of 15,000 at both cemeteries
- Urban Forestry – Provides quality urban forest expertise for public property.
 - Goal - plant 625 trees public property, prune 450 publicly owned trees and remove 500 hazardous trees.

Summary

Ms. McDevitt stated the overall summary of the general fund budget represents a 0.29% increase. A 1.11 decrease in Category 1 is due to lower salaries of four new hires, a full time position not being filled, overtime reduction and unemployment compensation eliminated. Category 2 decreased by 2.2% in agricultural supplies and other repairs and maintenance. Category 3 increased by 5.32% due to an increase in instruction and travel for continued education and training of staff. An increase in postage and printing related to providing 40,000 program guides three times per year. Bank charges increased due to higher credit card use by customers. There is an increase in building repairs as well as in dues and subscriptions. An increase in other services and charges is due to the use of promotional videos, new signage, invasive plant control and the removal of hazardous trees. Due to the renewal of a Parks Bond, there is no allocation for capital in the 2017 budget. The Parks Bond project list has a number of capital improvement projects. 2018 budget will contain Category 4 equipment and motor equipment requests. The Parks and Recreation Department is requesting \$7,044,994, and increase of \$20,062 or 0.29%.

	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 200 - Parks and Recreation					
General					
18 - Parks & Recreation					
Total: Personnel Services	\$4,456,628	\$4,789,625	\$4,736,606	(\$53,018)	-1.11%
Total: Supplies	\$507,130	\$609,333	\$595,958	(\$13,375)	-2.20%
Total: Other Services and Charges	\$1,421,113	\$1,625,974	\$1,712,430	\$86,456	5.32%
Total: 18 - Parks & Recreation	\$6,384,871	\$7,024,932	\$7,044,994	\$20,063	0.29%

Ms. McDevitt thanked the staff for their hard work on the 2017 budget.

Board inquired what the pro forma requirements where from central administration in terms of budget?

Ms. McDevitt stated it was to follow a zero base budgeting and request only what is needed.

Mr. Hoffman made a motion to approve the 2017 Parks General Fund Budget Request. Ms. Mills seconded the motion. Motion was unanimously carried.

C-7 Review/Approval of 2017 Parks Non-Reverting Fund Budget Request

Ms. Paula McDevitt, Acting Director presented the 2017 Non-Reverting Budget. The Non-Reverting fund is the non-appropriated fund and only requires the Board's approval.

Overview

- NR fund established as an "enterprise fund"
- Allows staff flexibility to meet customer interests
- Reduces reliance on the GF tax base
- Developed with "zero-based" budget model
- Incorporated input from staff specialists, supervisors, managers & division directors

Category 1 – Personnel increase of 7.59 %

Increase in regular full-time wages – two upgraded positions with salary increases being funded 50% in NR including cost of living increases and benefits. Overtime increased to provide mobile stage transport and set up for events.

Category 2 – Supplies decrease of 1.69%

Line 211 – Office Supplies decrease
Line 233 – Institutional Supplies decrease
Line 234 – Other Repair and Maintenance decrease
Line 243 – Uniforms and Tools decrease

Category 3 – Other Services and Charges increase of 1.08%

Line 373 – Machinery and Equipment Rentals (rental of bounce houses, port-a-lets, sound and stage equipment and tent and stage rental)
Line 381 – Principal (Twin Lakes Recreation Center principle payment)
Line 399 – Other Services and Charges (purchase of Rec-Trac 3.1 software upgrade, FSC special events, Lake Monroe Sailing Associations partner participations, Kid City Field trips, operations vehicle accident insurance claims, urban forest wood waste program items)

The Park and Recreation Department is requesting \$2,045,691 and increase of \$40,011 or 1.99%.

Projected Revenue	\$2,191,207
Projected Expenses	(\$2,045,691)*
Anticipated Surplus	\$13,636

*Twin Lakes Recreation Center bond payment reflected I expenses •

Ms. McDevitt stated beginning January 1, 2016 the Non-Reverting account was \$2,051,605 as of August 15, 2016 the account balance is \$2,190,358 with all of the Twin Lakes Recreation Center's bond payment made.

The Board inquired the total yearly payments for the Twin Lakes Recreation Center bond?

Ms. McDevitt stated the principle total is \$315,000 and the interest total is \$223,635 giving a yearly total of \$538,635.00.

The Board stated even though there is a substantial balance in the Non-Reverting Fund it is essential that it be preserved given our commitment to insure taxpayers' money not be put at risk to pay for the Twin Lakes Recreation Center and to maintain a rainy day fund. This account allows the BPRD to continue to provide quality services and programs.

The Board thanked Ms. McDevitt and the staff for the time and effort put forth to create the 2017 budget.

Mr. Hoffman made a motion to approve the 2017 Parks Non-Reverting Fund Budget Request. Ms. Mills seconded the motion. Motion was unanimously carried.

REPORTS

D-1. Operations Division None

D-2. Recreation Division None

D-3. Sports Division None

D-4. Administration Division – None

ADJOURNMENT

Meeting adjourned at 5:25 p.m.

Respectfully Submitted,



Kim Clapp,
Secretary Board of Park Commissioners